

MEETING #11 - February 27

At a Regular Meeting (#2) of the Madison County Board of Supervisors on February 27, 2018, at 6:00 p.m. in the Madison County Administrative Center Auditorium located at 414 N. Main Street:

PRESENT: R. Clay Jackson, Chairman
Jonathon Weakley, Vice-Chairman
Kevin McGhee, Member
Charlotte Hoffman, Member
Amber Foster, Member
Jack Hobbs, County Administrator
Clarissa Berry, Interim County Administrator
Mary Jane Costello, Asst. County Administrator/Finance Director
Jacqueline S. Frye, Deputy Clerk

Call to Order

Pledge of Allegiance & Moment of Silence

1. Determine Presence of a Quorum/Adopt Agenda

Chairman Jackson advised that all members were present - a quorum was noted.

Chairman Jackson suggested that Item 8a (Old Rag Parking Lot MOA) be moved up on today's Agenda.

Supervisor McGhee moved that today's Agenda be approved as recommended, seconded by Supervisor Foster. *Aye: Jackson, Weakley, McGhee, Hoffman, Foster. Nay: (0).*

2. Public Comment:

Chairman Jackson opened the floor for public comment.

The following individual(s) provided comments:

- *Eleanor Montgomery: Verbalized appreciation of the existing Board meeting times and the public comment opportunity sessions to allow citizens the opportunity to speak; thanked the Board for being fiscally responsible for the past two (2) years and encouraged this practice to continue*

With no public comment being brought forth, the public comment opportunity was closed.

Chairman Jackson welcomed Frank Thomas, Esq. and Sean Gregg, Esq. to today's meeting; they will be providing legal counsel to the County until County Attorney, V. R. Shackelford, III returns.

3. Constitutional Officers:

Commonwealth Attorney: Clarissa Berry, Commonwealth Attorney, advised of a recent meeting with the Sheriff's personnel and the School Superintendent in order to discuss measures to ensure appropriate safety practices are in place at the local schools.

4. County Departments

Madison County Planning Commission

Carty Yowell, Chair of the Madison County Planning Commission, was present and advised that the Commission's recent workshop session focused on discussion of solar farms; the Commission wrote an ordinance last fall that was rejected by the

Madison County Board of Supervisors. Commission members plan to attend a meeting in April 2018 at the Rappahannock Rapidan Regional Commission. Additional issue being discussed involves whether VDOT and Madison Health Department approval guidelines should appear in the County's ordinances, whether approvals are required by the Code of Virginia, and what is the Commission's responsibility for recommending (to the Board of Supervisors) whether approval from VDOT and the Madison Health Department is needed prior ruling on cases.

Old Business Item 8a: a. Old Rag Parking Lot MOA: Shenandoah National Park Superintendent Flynn: (Jennifer Flynn, Park Superintendent was unable to attend): The County Administrator provided a brief overview of this item that was brought before the Board at the last meeting. A draft MOA has been provided by the SNP for review and advisement. It was recommended that the Board decline to participate in the MOA. Bruce Bowman, citizen liaison on the SNP and member of the Madison County Historical Society, has agreed to represent the Board on today's matter. It was further noted that the Mr. Bowman and the Madison County Historical Society has also requested to receive a copy of the final report of findings made by the SNP.

Bruce Bowman was present and advised that although much background information isn't available, the SNP does have a wealth of information in their archives; Ms. Flynn has agreed to allow all archived information to be made available for review.

Discussions focused on today's agreement and the fact that the County doesn't have to be a part of the MOA in order to attain information regarding any findings, and the proposed thoroughness of the archaeological study.

Supervisor Foster moved that the Board:

- a. Appoint Bruce Bowman as the Board's liaison with the Shenandoah National park in this matter; and
 - b. Request that copies of the final report be provided to the Madison County Board of Supervisors, the Madison County Historical Society and the County's delegation to the Shenandoah National Park Blue Ridge Committee
- seconded by Supervisor Hoffman.

Supervisor Foster amended her motion to include that:

'The Board decline the invitation to participate in the memorandum of agreement between the Shenandoah National Park and the Virginia Department of Historic Resources for the Old Rag parking log archaeological study',
seconded by Supervisor Hoffman.

Aye: Jackson, Weakley, McGhee, Hoffman, Foster. Nay: (0).

5. Committees or Organizations

a. Public Safety Radio Replacement StudyBlack & Veatch: David Gelyana. Project Manager/Lead Consultant, and Don Bowman, Assistant Project Manager, were present for today's meeting.

Mr. Gelyana advised that today's report will focus on a needs assessment protocol, alternatives and solutions.

Mr. Bowman provided a summary of the following highlights:

Project Approach (Phase I) - Needs Assessment & Alternatives Analysis

Alternatives Evaluated

Current System Coverage area percentages:

	EXISTING SYSTEM	SHARED SYSTEM
	Receive / Transmit	Receive / Transmit
Mobile Radios in Vehicles	84% / 94%	97% / 99%
Portable Radios in the Street	62% / 64%	83% / 83%

Portable Radios in a Wood Frame Building	50% / 52%	72% / 72%
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Portable Radios in a Large Commercial Building	2% / 3%	29% / 34%
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Radio Coverage Issues (to include maps of current coverage area vs. proposed coverage areas)

Channel congestion (existing system vs. proposed system)

Interoperability w/Madison County Agencies & Other Agencies (existing system vs. proposed system)

Proposed Alternatives

ALTERNATIVE 1:

- ✚ Build a Madison County, stand-alone radio system using trunked and simulcast technology. Three tower sites will repeat all radio traffic throughout the County.

ALTERNATIVE 2:

- ✚ Build a Madison and Greene County shared trunked and simulcast radio system and share the cost. Configuration of six tower sites determines coverage and interoperability.

ALTERNATIVE 3:

- ✚ Madison County Partners with Fluvanna County to become a System Cell in the Regional VHF Simulcast Radio System. Configuration determines coverage and interoperability.

Alternative Considerations:

- ✚ All alternatives are based on a “Cooperative Procurement” using the Fluvanna County 2015 contract.
- ✚ The Cooperative Procurement provides the opportunity to purchase at 2015 pricing.

If the County decides not to purchase off the Fluvanna Contract:

- ✚ An RFP would be required with the system Technical Specifications
- ✚ Vendor proposals would be at current year pricing
- ✚ Time required for proposal reviews and evaluations would increase
- ✚ This option may result in more costs to provide interoperability with other counties

Alternative Pricing

	Alternative #1	Alternative #2	Alternative #3
System Capital Cost	\$5,026,000	\$4,475,000	\$4,150,000
Subscriber Radio Cost	\$ 862,000	\$ 862,000	\$ 862,000
Totals:	\$5,888,000	\$5,337,000	\$5,012,000
Recurring Costs*	\$ 220,000	220,000	\$ 220,000

Recurring Costs are based on Madison County equipment only and does not include any shared system or regional system cost that may be determined through a MOU with other counties involved

- It was further advised that today's proposal will call for a 200' tower to be in place at the EOC to replace the existing tower
- There will still not be an increase in coverage in the mountain areas
- Simulcast technology will link towers together with a microwave link

Comparison of Alternatives:

#1 Stand Alone System

Madison maintains full control of the system • Coverage is improved • Most costly alternative • Provides some interoperability • Recurring cost based on Madison system only

#2 M/G Shared System

System control is shared by Madison and Greene

Coverage improved beyond a stand-alone system

Less costly than a stand-alone system

Increased interoperability

Recurring cost based on shared system and may be shared

#3 Joining Regional System

System control is shared by users of the region

Coverage improved beyond a stand-alone system

Most cost-effective option

Increased Interoperability

Recurring cost based on the regional system requirements and may be shared

It was further advised that Motorola has provided some discounts and alternative pricing to other participating localities (i.e. Louisa, Fluvanna). Although today's proposal shows a proposed combined system with Greene, there's no prediction of what the service provider will charge. Percentages for coverage range are based on height/location of towers vs. location of the antennas

There will also be periodic updates to the 'brain' (computer software) [i.e. costs will be split between participating localities]

NEXT STEPS

- ✓ Establish a committee representing public safety communications stakeholders for Madison County, or Madison/Greene, or the region.
- ✓ Establish the collective set of requirements for all the entities represented by the stakeholders.
- ✓ Begin discussion and evaluation of governance of a shared P25 system.
- ✓ Develop a technical specification and statement of work.
- ✓ Request a proposal from Motorola responding to the technical spec and statement of work.
- ✓ Evaluate the proposal received and return comments to Motorola.
- ✓ Negotiate a contract for the selected option.
- ✓ Timeline 5 months for procurement, up to a total of 24 months to complete.

Questions:

- Chairman Jackson: Concerns focused on implementation of the procurement phase
- Supervisor Foster: Concerns focused on whether the existing towers will be updated
- Supervisor Weakley: Concerns about total number of towers; vary between capital costs vs. system costs [i.e. longevity vs. costs]
- ✓ Joe May: Questioned the life cycle of the proposed system

It was reported that:

- ✚ Capital system costs vary because of the "brain" (i.e. software system)
- ✚ The system being proposed may last up to fifteen (15) years or until the parts are no longer available
- ✚ Motorola will assess if the existing towers can sustain additional weights (i.e. may look as placing towers in other locations)
- ✚ County will maintain complete control of a stand-alone system
- ✚ System will be purchased at 2015 pricing

The Finance Director questioned the costs for the competitive equipment will be included in the procurement process; questioned if Black & Veatch will provide procurement alternatives and project management, and if these services will involve additional costs.

Bill Campbell: Concerns focused the fact that a wireless system will be available in the next four (4) years to replace all current communications equipment being proposed

Robert Finks: Advised that Motorola will guarantee the proposed system until 2018 (to include software)

Mr. Bowman further advised that the proposed system has the technology that will be required; recommended that the County not implement the software option, as the County has a lack of internet and broadband service here. In closing, he noted that as broadband technology becomes more prevalent, the proposed system is capable of migrating into the future technology.

Additional concerns focused on:

Supervisor Weakley: Concerns focused on longevity vs. costs; questioned funding streams being utilized by other localities

Mr. Bowman advised that are standard funding streams through various means (firefighter's fund, regional communications opportunities, infrastructure); also noted there may be some new funding becoming available, although there is an uncertainty about the requirements. In closing, it was suggested that the County assess all grant funding opportunities that may be available to participating localities.

b. Financial Policies - VML/VACo: Steve Mulroy and Kevin Falk were present for today's session to provide input on a set of financial policies for Madison County.

Mr. Mulroy proceeded to explain that today's document denotes how to:

- ✓ Approach budgeting (through capital budget)
- ✓ Managing capital assets
- ✓ Maintenance
- ✓ Debt policies

The goal is to establish a policy to ensure the financial strength of the locality.

Additional specifics focused on:

Operating Budget

Allocation to operating contingency (as percent of total budget)

Asset management, replacement & enhancement policies

Allocation from operating budget to major maintenance contingency (as % of replacement costs of County facilities)

Debt Ratios

Net general bonded debt as % of assessed value of real taxable property

Net general bonded debt expenditures as % of general fund expenditures

Fund Balance/Reserve Policies

Unassigned general fund balance as % of total general fund budget

Unassigned general fund balance for cash liquidity as % of GF budget

The Finance Direction noted concerns about an operating contingency fund; the County generally utilizes contingency funding for unanticipated expenditures. Also noted there are additional capital needs, CSA costs and noted questioned if separate reserves in the

contingency fund could be established at a lower rate than what is currently noted as unassigned funding (i.e. \$12,900,000.00). Reference was also made to unanticipated jail costs and annual costs associated with the Rappahannock Juvenile Detention Center.

The County Administrator noted that the County is trying to assess a policy and the future needs of County and school projects; also noted that some parameters could be established as well as assess how to possibly fund the future radio system.

Mr. Folk noted that VML/VACo does handle funding opportunities for radio equipment purchases (i.e. equipment lease purchase), and provided a handout for review and advisement. In closing he noted that the proceeds are funded through closing and that VML/VACo does offer competitive rates.

6. Finance

a. Claims

\$48,563.91 (2'23'18)

~~\$29,495.81~~ (2'27'18)

\$78,059.72 Total

Highlights:

\$13,459.00 (New van purchased for the shelter to transport animals to adoption events [\$10,000.00 private donation provided])

\$ 5,765.00 (Payment to Black & Veatch [original contract is \$31,000.00])

\$ 5,088.00 (Personal property tax bills)

\$ 7,600.00 (January groundwater monitoring costs)

\$10,000.00 (Madison County Library)

Supervisor Weakley: Thanked County Administrator and Finance Director for research on previous month's electricity costs

Supervisor Hoffman moved that the Board approve February 2018 claims totaling \$78,059.72 as presented, seconded by Supervisor McGhee.

Aye: Jackson, Weakley, McGhee, Hoffman, Foster. Nay: (0).

b. Supplemental Appropriation Requests (if any) - None

7. Minutes:

a. February 13, 15 & 22, 2018 meeting minutes

Chairman Jackson called for comments, corrections or approval of the above noted meeting minutes.

Supervisor McGhee moved that the Board approve minutes from February 13th and 15th as presented, seconded by Supervisor Foster.

Aye: Jackson, Weakley, Hoffman, Foster. Abstain: McGhee.

Supervisor Foster moved that the Board approve minutes from February 22 as presented, seconded by Supervisor Hoffman. *Aye: Jackson,*

Weakley, Hoffman, Foster. Abstain: McGhee. Nay: (0).

Boy Scout Troop #116: Two scout members from Troop #116 were present and advised that as a part of the merit badge process, they were charged to attend a public council meeting.

8. Old Business

a. Old Rag Parking Lot MOA: Shenandoah National Park Superintendent Jennifer Flynn (Moved after Item 4)

9. New Business

a. Huelben, Germany Cooperative Partnership: Supervisor Hoffman advised of a recent meeting (with John Underwood and Gracie Brooks) to discuss the Huelben Germany cooperative partnership. A resolution was signed by a prior Board Chair and County Administrator in 2015 to initiate a partnership between Madison, Virginia and Huelben, Germany. At this time, Mr. Underwood has worked with the Town to have five (5) German citizens visit Madison County in May 2018 and in turn, for the County to send citizens to Germany (preferably high school students). In closing, she proposed that the Board consider utilizing some of the tourism enhancement funds to host the visitors (i.e. lodging, meals, activities).

After discussion, it was the consensus of the Board that Supervisor Hoffman attend the next TOT Committee meeting to request consideration of today's proposal to utilize TOT funding to cover associated costs with hosting citizens of Huelben, Germany while visiting Madison County in May 2018.

b. Germanna Community College Board Appointment: The County Administrator advised that per a letter dated February 12, 2018, it was advised that Madison County is in line to fill an extra seat on the GCC Board for a term from July 1, 2018 through June 30, 2022. He questioned if the Board would like to appoint an individual or advertise to the public

After discussion, it was the consensus of the Board to advertise the GCC Board vacancy.

c. Special Use Permit for Criglersville School Residence: The County Administrator referred to the lease between the Madison County Board of Supervisors and the Madison County Historical Society for the use of the residence at the Old Criglersville Elementary School. It has been advised that in order to operate a museum in an A-1 zone, a special use permit must be attained, which is deemed to have been an oversight on the part of the County.

Supervisor McGhee moved that the Board authorize the Chairman of the Madison County Board of Supervisors to apply for a special use permit that would allow the residence at Criglersville Elementary School to be used as a museum and to waive all Madison County Zoning, building permit and inspection fees associated with the renovation and improvement work on that County-owned property, seconded by Supervisor Foster. *Aye: Jackson, Weakley, McGhee, Hoffman, Foster. Nay: (0).*

10. Public Comment

Chairman Jackson opened the floor for public comment. The following citizen(s) provided comments:

- ✓ Bill Campbell: Comments pertaining costs associated with those to provide legal services to the County
- ✓ Mr. Gregg and Mr. Thomas (legal partners with V. R. Shackelford, III), were present and advised that in the absence of Mr. Shackelford, they have volunteered to provide services for the County; any payment they receive will be from Mr. Shackelford and not the County.
- ✓ Clarissa Berry, Interim County Attorney, noted that payment for her services will expire after February 28, 2018.
- ✓ Allison Brittenhouse: Requested the County to request that VDOT perform a traffic study on Good Hope Church Road; noted there is increased traffic on the roadway for the past two (2) years (i.e. turkey farm and existing school site)
- ✓ Erik Weaver: Concurred with concerns regarding increased traffic on Good Hope Church Road due to the new turkey farm
- ✓ Supervisor Foster: Concurred with concerns about increased traffic; roadway is very narrow

After discussion, it was the consensus of the Board to request VDOT perform a traffic study on Good Hope Church Road

- ✓ Erik Weaver, Sheriff, noted that he will request a delay in the purchase of law enforcement vehicles in replacement of the County moving forward with attaining the proposed radio system
- Supervisor McGhee: Concerns pertaining to the lack of appropriate radio transmission inside County buildings
- Chairman Jackson: Questioned if something can be done now at the local schools to improve coverage (despite associated costs); also questioned costs and installation of today's proposed equipment
- ✓ Robert Finks: Noted that it will be costly to place a repeated inside the school and run wires in order to improve radio transmission quality; also noted that current code calls for all new buildings to have updated equipment in place.

After discussion, it was the consensus of the Board to attain pricing to initiate improvement in radio transmission quality for each school building.

Joe May: Questioned if the public is invited to attend the upcoming budget work session; questioned the outcome of the funding (\$31,000.00) that was allocated for the communications system study

- *options are available; also noted that service from Comcast or assistance from REC will not resolve the lack of internet services throughout the entire locality; noted that a representative from the USDA did attend a committee meeting to discuss programs they offer, but the committee didn't have the information from the survey at that time; also noted that the Board of Supervisors isn't interested in cooperatively providing broadband service throughout the County by way of a private/public partnership*

With no public comment being brought forth, Chairman Jackson closed the public comment opportunity

11. Closed Session (if necessary)

12. Information/Correspondence

a. Scheduled March 7, 2018 Joint Meeting with the Planning Commission: The County Administrator advised that there are no cases on the docket for the March 7, 2018 Joint Meeting; questioned if the Board would still like to meet with the Commission.

Carty Yowell, Commission Chair, advised that the Commission will use the session as a workshop.

Supervisor Hoffman moved that the Madison County Board of Supervisors cancel its portion of the March 7, 2018 Joint Meeting, seconded by Supervisor McGhee. *Aye: Jackson, Weakley, McGhee, Hoffman, Foster. Nay: (0).*

13. Continue Meeting

Supervisor Weakley moved that the meeting be adjourned until 2:00 p.m. on March 1, 2018 in the Madison County Firehouse Lounge Room at 1223 N. Main Street, seconded by Supervisor Hoffman. *Aye: Jackson, Weakley, McGhee, Hoffman, Foster. Nay: (0).*

R. Clay Jackson, Chairman
Madison County Board of Supervisors

Clerk of the Board of the Madison County Board of Supervisors

Adopted on: March 13, 2018

Copies: Board of Supervisors, County Attorney & Constitutional Officers



Agenda
Regular Meeting (#2)
Madison County Board of Supervisors
Tuesday, February 27, 2018 at 6:00 p.m.
County Administration Building, Auditorium
414 N Main Street, Madison, Virginia 22727



Call to Order

Pledge of Allegiance & Moment of Silence

1. Determine Presence of a Quorum / Adopt agenda
2. Public Comment
3. Constitutional Officers
4. County Departments
5. Committees or Organizations
 - a. *Public Safety Radio Replacement StudyBlack & Veatch*
 - b. *Financial PoliciesVML/VACo*
6. Finance.....Finance Director Costello
 - a. *February 2018 Claims*
 - b. *Supplemental Appropriation Requests (if any)*
7. Minutes:
 - a. *February 13, 15, 22, 2018 meeting minutes*
8. New Business:
 - a. *Old Rag Parking Lot MOA.....Shenandoah National Park Superintendent Jennifer Flynn*
9. Old Business:
 - a. *Status of Report on ProjectsCounty Administrator Hobbs*
 - b. *Distribution of January 25th Budget Workshop Books.....Finance Director Costello*
10. Public Comment
11. Closed Session (if necessary)
12. Information/Correspondence (if any)
13. *Continuance (to January 25th at 2:00 p.m. – Madison Firehouse Lounge)*